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Approved For Release 2001/07/28 : CIA-RDP78-03991A000500030044-5

TO : Director of Logistics

MAR 3 1955

FROM : Chief, Printing & Reproduction Division

SUBJECT: Weekly Activity Report

1. GENERAL

a. Plant Operation (continued item) -- A cumulative photographic backlog has built up as a result of personnel shortages. Consequently an unusually large amount of overtime has been requested for the next pay period. Also the fact that for the last 5 Saturdays the Bindery Section has worked on one job; they have gotten behind in other phases of their work and overtime will be necessary to alleviate this situation.

2. PROJECTS

a. Renovation of Space for Motion Picture Facilities (continued item) -- This project is now about 90% complete. Carpentry work is nearly completed, painters have some touch-up work to do and the electricians have to connect the air compressor. Also the sand needs to be poured and leveled on the ceiling for sound reduction.

Regarding the transformer room, Mr. Ricketts, GSA Inspector, has been ill so there has been no follow up with the contractor as to when this work will begin. RE&C has requested GSA follow through on this project and start as soon as possible. The use of any additional electrical requirement in the Plant is being curtailed pending the completion of this transformer room. Projects being affected are the motion picture facilities, photo-stat air conditioning units, the paper pulper and other small projects.

b. Securing the Large Press Room (continued item) -- This installation has been completed and the system put into operation. This is a considerable improvement in the operation of our press room.

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c. New Badge for Visitors (continued item) -- These badges have now been laminated and will be given to Mr. [REDACTED] 25X1A  
OL/Security, to have trimmed and punched. When this is completed the badge will be ready for use.

3. OTHER ITEMS OF INTEREST

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[REDACTED]  
Plant. The job will be printed on both our Web and Harris presses to expedite it. Originals are now being shot in the Camera Room.

b. Rush Work (continued item) -- A rush job for Mr. [REDACTED] 25X1A  
OO/Contact, was completed in Plant #2 in a matter of two hours. Copies of the report were needed by Mr. Dulles.

NIE 65-55, consisting of 36 pages, was received this a.m. to be set, printed and distributed by Monday morning.

One hundred seventy duplimats have been received from the Comptroller's Office to be printed, collated and punched in one day.

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Mr. [REDACTED] has requested a rush printing be done on three "invoices". These will probably be delivered today.

Negotiations have been completed with Mr. [REDACTED] 25X1A  
Comptroller's Office, whereby once a week for eight consecutive weeks a report of 250 originals for 25 copies will be published.

c. AFOIN Maps for OCI (continued and completed) -- The printing of these maps has been completed and delivered. The extra bases were all skidded and sent [REDACTED] on 2 March. 25X1A

d. Color Photographic Support for OCI (new and complete) -- Arrangements have been completed for P&RD to make 8x10 color transparencies of 200 colored maps for OCI. These are situation maps and once the transparencies are made the originals can be changed to indicated changing situations.

e. Paper Coloring Facilities (new) -- On the basis of an inquiry from DD/P, P&RD technicians are gathering data on paper coloring equipment and methods. Defense Printing in the Pentagon

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has such a machine in operation. [REDACTED]  
traveled to New York City to see the Puglise-Dutro Corporation's  
line of this type equipment. In addition to the equipment there  
is a problem of obtaining paper in the correct weights (bible  
stock) and converting it from a roll to be printed on a sheet  
fed press. Explorations will continue and DD/P kept advised.

4. SPECIAL PROBLEMS

a. None.

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